

100 HOME AND COMMUNITY-BASED FAMILY PRESERVATION AND SUPPORT SERVICES

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100.2 Philosophy Of Home And Community-Based Family Preservation And Support Services

Child and Family Services believes that children should remain with their own families whenever possible. We value the unique strengths and resources in each family. Community-based family support services and Child and Family Services home-based family preservation workers in partnership with child and family teams:

- A. Engage with children and families to create a positive working relationship.
- B. Assist children and families to identify and use their strengths and the resources available to them.
- C. Assist children and families to identify their needs.
- D. Establish community partnerships to create and implement a plan to meet children and family needs.
- E. Connect children and families with resources, supports, and services to meet their identified needs.
- F. Develop resources for families where resources are scarce or lacking.

Home and community-based family preservation and support services use least intrusive, solution-focused interventions to promote the safety and well-being of children and families.

The expected outcomes of home and community-based family preservation and support services for families are to:

- A. Ensure and enhance safety within the home.
- B. Preserve the family unit within the home
- C. Strengthen family support systems.
- D. Advocate for children and families.
- E. Identify and build upon families' existing strengths.

F. Network with other government agencies and community-based programs to promote success.

Although the goal of home and community-based family preservation and support is to strengthen families, a determination may be made during Child and Family Services involvement with the family that the children are not safe in the home and must be placed outside the home.

101 Community Based Family Resource And Support: Prevention And Early Intervention

101.1 Community-Based Family Resource And Support Programs

Major objectives:

Child and Family Services will support the following funded community-based family resource and support programs as well as other community-based programs to ensure success for families:

- A. The Utah Community Network.
- B. Community Development Initiatives.
- C. Family Support Centers.
- D. Children's Trust Account Contracts.
- E. Promoting Safe and Stable Families/Family Support Contracts.

Summary of the Law

62A-4a-105

11) provide noncustodial and in-home preventive services, designed to prevent family breakup, family preservation services, and reunification services to families whose children are in substitute care in accordance with the requirements of this chapter and Title 78, Chapter 3a, Juvenile Court Act of 1996;

[See also: [Administrative Rule R512-100](#), which also follows the Home-Based Services Practice Guidelines.]

101.2 Early Intervention Services/Child At Risk

Major objectives:

The Child and Family Services caseworker shall use early intervention services (voluntary, brief services, subject to available resources) designed to prevent child abuse and neglect and strengthen families. Services may last for 30 to 90 days, or, if determined by the caseworker, supervisor, and the child and family team, as long as the family needs to reduce risks and develop or strengthen their support system outside of Child and Family Services.

Summary of the Law

No governing statute.

Procedures

- A. Children at risk are those children defined as requiring "appropriate and uniquely designed intervention to achieve literacy, advance through the schools, achieve commensurate with their abilities, and participate in society in a meaningful way as competent, productive, caring, and responsible citizens."
- B. Child and Family Services as a referral source: Children and families can be referred to early intervention services by any source, such as school personnel, community partners, government agencies, and the family themselves.
- C. Eligibility: Early intervention services are provided to children who may be at risk of abuse and neglect and their families. These children and families are referred to a team, coordinated services for children at risk, or directly to Child and Family Services. The coordinated service team or Child and Family Services receives and screens the referral for appropriateness. The family must volunteer to work with the team or with Child and Family Services.

101.3 Case Opening

Major objectives:

- A. Families receiving early intervention services through Child and Family Services alone shall be opened on the SAFE system as CAR (Child at Risk).
- B. Coordinated service team case opening:
 - 1. Families who are Medicaid eligible and who are receiving services through a coordinated service team with a Child and Family Services worker as their targeted case manager shall be opened on the SAFE system as CAR and all documentation shall be kept on the SAFE system.
 - 2. If the family is not Medicaid eligible or the Child and Family Services worker is not the targeted case manager, the family shall be opened for services on the SAFE system as CAS (Child at Risk Secondary) and the coordinated service team shall keep all other documentation as they require.

Summary of the Law

No governing statute.

Procedures

Early Intervention activities and documentation for CAR:

- A. Consent for services: The family must sign a consent for services within five days of the date the case is opened in SAFE.
- B. Child and family team: A group that meets together as often as needed and works to support the family and assist them in meeting their needs. May include the referent or other concerned individuals identified by the family as supports. [See: Child and Family Team in [Section 700](#), General Major Objectives.]
- C. Functional Assessment: Must be updated initially within 20 days of the case start date and as information is gathered. [See: Functional Assessment in [Section 700](#), General Major Objectives.]

101.4 Child And Family Plan

Major objectives:

Within the first 20 days after the case start date, a written plan, based on a functional assessment, must be developed by the child and family team, detailing the family's needs to be met through the early intervention service.

Summary of the Law

No governing statute.

Procedures

[See: Child and Family Plan in [Section 700](#), General Major Objectives.]

101.5 Child/Family Contact

Major objectives:

The worker or another member of the team will contact the child/family once per month, at a minimum. The needs of the child/family shall determine the frequency of contact. Contact may include a home or community visit. If a team member other than the identified Child and Family Services targeted case manager contacts the family, they will report the nature and outcome of the visit to the targeted case manager.

Summary of the Law

No governing statute.

Procedures

- A. Activity Logs: A brief description of all activities relating to the plan with the child and family shall be maintained.
- B. Quarterly Progress Summary: If services go beyond 90 days, quarterly documentation will be kept, from the date of the current plan, to track the family's progress toward meeting the needs on the plan.

101.6 Transition From Services

Major objectives:

When it is determined that services will no longer be provided, a final progress summary shall be completed, including the reason for closure.

Summary of the Law

No governing statute.

Procedures

Complete the documentation of the final progress summary and the reason for the closure.

102 Home-Based Services Request And Response

102.1 Request And Response

- A. Child and Family Services will determine if the request will be accepted. Home-based services are appropriate when any of the following conditions exist:
1. A child has experienced abuse or neglect but can remain safely in the home;
 2. When a child is returned home from out-of-home care;
 3. When an adoptive placement may disrupt or dissolve and intensive services are needed to maintain the family in the adoptive home; or
 4. When reunification is likely within 14 days and intensive support is needed to prepare for and facilitate the reunification.
- B. Requests for home-based services will be screened within three working days of the request. The initial level of intensity will also be decided. Acceptance may be based on any of the following criteria:
1. The ongoing risk of abuse/neglect of a child;
 2. The risk of removal of the child from his/her home;
 3. The past history of abuse/neglect of a child;
 4. The family's willingness to accept home-based services;
 5. The need for ongoing monitoring by Child and Family Services;
 6. Referral resulting from a supported CPS investigation; or
 7. The court orders home-based services for the family
- C. Once a case is accepted for home-based services, the caseworker will assess on an ongoing basis the family's willingness and ability to work with the child and family team to resolve the issues that warranted Child and Family Services intervention. If the team is unable to work through the concerns about participation and progress, the worker shall:
1. Identify the risk factors for safety and well-being along with the protective factors that may mitigate risk; and
 2. When risk factors exist that cannot be mitigated without intervention, the worker will staff the case with the supervisor and Assistant AG (AAG) to determine if further court action may be needed.
- C. The child and family team is a place where concerns about participation and progress need to continually be addressed. Steps for working through resistance:
1. Recognize the cues;
 2. Manage your own feelings and reactions;
 3. Reflect the form of resistance you observe and allow silence; and
 4. Use active listening and empathic reflection to help them discuss their vulnerability.

308 **Summary of the Law**

309 No governing statute.

310

311 Procedures

312 The transferring worker shall provide the home-based worker with the case record and
313 other important documentation, such as any functional assessment information, contact
314 information, etc.

315

102.2 Child And Family Not Accepted For Services

Major objectives:

- A. A child and family shall not be accepted for home-based services if all of the following conditions are met:
 - 1. A family has the ability to access resources, supports, and services on their own;
 - 2. There is minimal risk of abuse/neglect to the child; and
 - 3. The family requires no ongoing monitoring by Child and Family Services.
- B. The child and family shall not be accepted for home-based services if a child needs to be removed from the home to be safe.

Summary of the Law

No governing statute.

Procedures

The caseworker and their supervisor will review the available information concerning the family and determine if they are eligible for home-based services.

102.3 Worker Assignment

Major objectives:

A home-based worker will be assigned to the family if accepted for services.

A. When home-based services are a secondary support, as in a reunification or adoption situation, the adoption or foster care worker maintains the primary case management responsibility and the home-based worker will be assigned as the secondary worker.

B. In cases where additional assistance is needed due to geographic or workload constraints, a secondary worker may be assigned.

Summary of the Law

No governing statute.

Procedures

Region directors and supervisors will assign caseworkers to home-based services cases.

102.4 Response To Family And Source Of Request

Major objectives:

The family and the referent will be contacted and informed of the decision to provide (or not provide) home-based services within one day of the decision. Notification can be verbal or written and shall be documented in the file. Regions will determine who will notify the family.

Summary of the Law

No governing statute.

Procedures

Child and Family Services caseworkers will notify the family and the referent concerning the decision to provide home-based services.

102.5 Denied Requests

Major objectives:

If a request for home-based services is denied, the reasons for denial of home-based services will be documented and explained to the referent and family.

Summary of the Law

No governing statute.

Procedures

The worker will provide suggestions to the family for other resources, supports, and services to meet the family's needs. Referral resources will also be recorded in the case closing.

102.6 Family Refusal Of Home Based Services

Major objectives:

If the Child and Family Services response to a request is that the family does need home-based services but the family refuses to accept these services and the child is determined to be at risk of abuse/neglect, by the evidence from the initial assessment, safety/risk assessments, or by observation by the home-based worker, the home-based worker will consult with their supervisor.

Summary of the Law

No governing statute.

Procedures

If it is determined that court involvement is needed to ensure child safety, the worker will contact the Assistant Attorney General (AAG) to discuss the need to file a petition for court ordered services. [See: Court Ordered Home-Based Services, [Section 108.1.](#)]

103 Engagement Begins: Developing Trusting Relationships

Major objectives:

Families whose services are assigned to a new worker will be transferred to their new worker in a timely manner and will be seen by that worker in a timely manner.

Summary of the Law

No governing statute.

Procedures

Region directors and supervisors will assign caseworkers and the transfer of cases to other caseworkers.

103.1 Case Start Date

Major objectives:

The home-based services case start date will be no later than the date the court orders home-based services, the date prior services close, or the date the services are assigned, whichever comes first.

Summary of the Law

No governing statute.

Procedures

At the outside limit, there shall be ongoing responsibility with no lag time between the closure of the prior case and the opening of the home-based case. Preferably, there should be overlap when both cases are open to allow for smooth transition.

103.2 Initial Contact

Major objectives:

If a request for home-based services is denied, the reasons for denial of home-based services will be documented and explained to the referent and family. The worker will provide suggestions to the family for other resources, supports and services to meet the family's needs. Referral resources will also be recorded in the closing summary.

Summary of the Law

No governing statute.

Procedures

- A. The sending Child and Family Services worker shall maintain responsibility for services provided to the family until the completed case record is received and accepted by the home-based supervisor or designee.
- B. The home-based worker will review the case record and contact the sending Child and Family Services worker within two days of receipt of the case record to discuss the functional assessment information.
- C. The worker will meet with the family within five working days after their case has been assigned. The new home-based worker may request and is encouraged to invite the referring Child and Family Services worker to meet with him or her and the family for the initial home visit or at the first child and family team meeting.

103.3 Facilitate The Development Of The Child And Family Team

Major objectives:

A child and family team will be developed or strengthened for every family receiving home-based services.

Summary of the Law

No governing statute.

Procedures

Child and Family Services supervisors and caseworkers will develop appropriate child and family teams for each specific case.

**104 Helping Families To Realize Their Strengths And Needs:
Assessment**

104.1 Risk Assessment

Major objectives:

If a risk assessment was not completed as a result of a CPS investigation, a risk assessment will be completed prior to developing an initial child and family plan. The risk assessment will be completed when home-based services are terminated.

Summary of the Law

No governing statute.

Procedures

The Child and Family Services caseworker will use the risk assessment specified in CPS Major Objectives, [Section 204](#).

104.2 Functional Assessment

Major objectives:

A functional assessment shall be updated as new information is obtained for each child and family receiving home-based services prior to the development of the child and family plan.

Summary of the Law

No governing statute.

Procedures

The Child and Family Services caseworker will use the functional assessment specified in CPS Major Objectives, [Section 204](#).

104.3 Timeframe For Initial Functional Assessment Update

Major objectives:

The functional assessment must be updated within 45 days of case start date for Protective Services Supervision (PSS) and Protective Services Counseling (PSC) cases, and within 20 days for Protective Family Preservation (PFP) cases.

Summary of the Law

No governing statute.

104.4 Determination Of Intensity Of Services

Major objectives:

Through case staffings, functional assessment information, and child and family team meetings, the supervisor, worker, family, and team will assess the strengths and needs of the family and provide services based on those strengths and needs. The level of service intensity to maintain the child and family safely will be assessed on an ongoing basis.

Summary of the Law

No governing statute.

Procedures

- A. When determining the level of service intensity, the Child and Family Services worker should consider the following factors:
 1. The degree of risk to the child;
 2. The family's schedule;
 3. The needed frequency and duration of contacts with the family;
 4. The amount of time needed for case management activities;
 5. If a clinical service is needed; and
 6. The extent of services to be provided.
- B. If the child is at imminent risk of removal from the home but can be maintained safely in the home with intensive services, the family will be provided with intensive PFP services. [See: [Section 108.2.](#)]
- C. The intensity of service may change during the course of home-based services. A change in intensity level does not require termination of service or starting a new service and does not require a worker change, unless the supervisor deems a change in workers appropriate.
- D. When home-based services are court ordered, it is the responsibility of Child and Family Services to determine the level of intensity of the services to be provided to the family.
- E. The needs of the family and the intensity of the case shall determine the frequency of home visits to the child and family. The worker will visit more frequently in times of crisis to help resolve problems. The time of visits should

572 be flexible to accommodate the needs of the family and should not be restricted
573 to business hours. Unannounced visits are permissible and this should be
574 explained to the family.
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104.5 Home-Based Services Not Appropriate

Major objectives:

If the initial functional assessment indicates that home-based services are not appropriate, services may be terminated (unless court ordered) without development of a child and family plan. Termination shall occur prior to the due date of the child and family plan.

Summary of the Law

No governing statute.

Procedures

If services are court ordered but the assessment indicates that home-based services are not appropriate, the Child and Family Services worker will contact the Attorney General (AG) and Guardian ad Litem (GAL), explain the situation, and request a petition be filed with the court to terminate services. The family and referent must be informed of the results of the functional assessment when the home-based worker is recommending that home-based services are inappropriate for the family. If needs have been identified that could not be met by other means, then other service options should be explored with the family prior to ending services with the family.

105 Creating, Tracking, And Adapting The Child And Family Plan

105.1 Creating The Child And Family Plan

Major objectives:

A child and family plan shall be developed for each family receiving home-based services. The plan will be developed mutually by the child and family team through which the family can establish and meet their needs.

Summary of the Law

No governing statute.

Procedures

- A. The child and family plan will be complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in SAFE. Signatures should be obtained as soon as possible after the plan is finalized in SAFE, but no longer than 30 days after. If a family member refuses to sign the plan, the worker will document that family member's reasons for refusal.
- B. The worker shall provide a copy of the child and family plan to the family, other child and family team members, and, if services are court ordered, to the AG, GAL, and the court. Copies should be distributed within five working days of finalization on SAFE.
- C. Team decisions are not to be dominated or directed by one member or any single issue. When such a circumstance is evident in a case, the worker should consider the following steps:
 1. Address the concern with the team jointly;
 2. Restate team responsibilities and the role of the team;
 3. Seek resolution to strengthen team process;
 4. Consult with supervisor or mentor to develop remedies through other resources.
- D. Child and family plans must support and encourage plan participants to internalize the changes sought by the plan. Therefore, when developing plans, the child and family team should consider:

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1. Including steps to insure that expected changes in the family's behavior are described in terms of behavior and not merely attendance or completion of expectations;
 2. Making the initial steps in the plan achievable, thereby facilitating opportunities for early successes;
 3. Identifying needs separately from services and ensuring the two are consistent;
 4. Maximizing identification and involvement of informal supports.

105.2 Initial Child And Family Plan Timeframe

Major objectives:

The child and family plan will be completed within 45 days of case start date for PSS and PSC cases and 20 days for PFP cases.

Summary of the Law

No governing statute.

Procedures

- A. If it is determined by the worker, supervisor, and child and family team that the services will be brief, the child and family plan should be created as quickly as possible. In cooperation with the family, develop or review the current safety plan to maintain the child safely at home and address any areas of risk.
- B. Team decisions are not to be dominated or directed by one member or any single issue. When such a circumstance is evident in a case the worker should consider the following steps:
 1. Address the concern with the team jointly;
 2. Restate team responsibilities and the role of the team;
 3. Seek resolution to strengthen the team process;
 4. Consult with supervisor or mentor to develop remedies through other resources.
- C. Child and family plans must support and encourage plan participants to internalize the changes sought by the plan. Therefore, when developing plans the child and family team should consider:
 1. Including steps to insure that expected changes in the family's behavior are described in terms of behavior and not merely attendance or completion of expectations;
 2. Making the initial steps in the plan achievable, thereby facilitating opportunities for early successes;
 3. Identifying needs separately from services and ensuring the two are consistent;
 4. Maximizing identification and involvement of informal supports.

105.3 Tracking And Adapting The Child And Family Plan: Team Review

Major objectives:

Child and family plans will be reviewed, at a minimum, every three months and updated as needed. The worker will request information from child and family team members when reviewing, tracking, and adapting the child and family plan.

Summary of the Law

No governing statute.

Procedures

- A. Ongoing child and family team meetings shall be held for every family receiving home-based services to ensure safety of the child and appropriateness and quality of services provided to the family. Child and family team meetings must be held at least once every six months to track and adapt the plan.
- B. Ongoing child and family team meetings for home-based shall include, but are not limited to, the following:
 1. Initial child and family team meeting will be held for each home-based services case to establish case intensity and to discuss options for service provision.
 2. Transition child and family team meeting may be held prior to the family's transition from services with the following goals:
 - a. Assess safety of and ongoing risk to the child;
 - b. Identify continuing and additional service needs; and
 - c. Assess the family's ability to meet their own needs and access services without further Child and Family Services involvement.

106 Home-Based Intervention

Major objectives:

Home-based services shall be provided to the family based on the needs of the child and family as determined by the functional assessment, and not limited to the services that are immediately available.

Summary of the Law

No governing statute.

Procedures

The Child and Family Services caseworker will document the services needed by the child and family.

106.1 Components Of Basic Home-Based Intervention

Major objectives

Child and Family Services caseworkers will identify and make appropriate home-based services interventions.

Summary of the Law

No governing statute.

Procedures

The components of home-based Intervention include:

- A. Case management.
- B. Skills development and family education.
- C. Counseling/therapy.
- D. Home visits: A minimum of one visit per month. The needs of the family and the intensity of the case as described in Section 104.4; Determination of Intensity of Services shall determine the frequency of home visits. [CPS Major Objectives 203.3 - A Child and Family Services worker shall not visit a child in the home without a parent present, unless the child's parent has granted permission. This approval should be documented.] A Child and Family Services worker may enter the family's home in an emergency without a parent's permission. This does not mean the Child and Family Services worker must talk to the child in the presence of the parent; it means a parent should be home when the Child and Family Services worker visits the home, unless permission is given for the worker to be in the home without the parent.
- E. Private conversation with one or more of the children if the children have been a victim of abuse or neglect.

106.2 After-Hours Emergency Response

Major objectives:

A Child and Family Services worker will be available to assist the family in times of any after-hours emergency.

Summary of the Law

No governing statute.

Procedures

Region directors and supervisors will make appropriate staffing assignments to provide after-hours emergency services.

**106.3 CPS Investigations for Children and Families Receiving
Home-Based Services**

[See: CPS Major Objectives [Section 202.2](#) "CPS Investigation of a Case Receiving Services
from Child and Family Services."]

106.4 Removal Of A Child From The Home

Major objectives:

[Refer to removal major objectives in CPS [Section 200](#).]

If there are two Child and Family Services workers assigned to the case, the workers shall collaborate prior to making a decision to remove the child from the home, unless the removal is due to an emergency.

If a child needs to be removed from the home in which the child's family is receiving home-based services, the home-based services worker shall follow the requirement specified in CPS major objectives.

Summary of the Law

No governing statute.

Procedures

A consultation is required prior to the removal of the child and shall include the home-based services supervisor, a CPS supervisor, or a CPS worker. The home-based worker should also consult with the GAL and the AG.

107 Wrap-Around Services

Major objectives:

Wrap-around services are services provided to the child and family based on the needs of the child and family as determined by the functional assessment, and not limited to the services that are immediately available.

Summary of the Law

No governing statute.

Procedures

[See: The specifics for wrap-around services detailed in the General Major Objectives [Section 700.](#)]

107.1 Flexible Funds (PPDF)

Major objectives

Flexible funds are available to develop any resources necessary to prevent children from being placed outside the home.

Summary of the Law

No governing statute.

Procedures

[See: Flexible Funds in the General Major Objectives [Section 700](#).]

107.2 Other Wrap-Around Services

Major objectives:

Child and Family Services caseworkers shall identify and promote appropriate wrap-around services for families.

Summary of the Law

No governing statute.

Procedures

Child and Family Services caseworkers will consider the following services:

- A. Homemaker.
- B. Youth Advocate.
- C. Parent Advocate.
- D. Peer Parent/Parenting Skills Training.
- E. Protective Services Child Care.
- F. Sexual Abuse Treatment

108 Specialized Home-Based Services

108.1 Court Ordered Home-Based Services

Major objectives:

Child and Family Services shall provide home-based services to families as ordered by the court. It is the responsibility of Child and Family Services to determine the level of intensity of the services provided to the families.

Summary of the Law

No governing statute.

Procedures

A. Procedure for court ordered home-based services:

1. Open for PSS;
2. Provide the court, the AAG, and the GAL with the child and family plan upon completion;
3. Provide the court, the AAG, and the GAL, if assigned, with plan progress as it is updated, no less than quarterly;
4. Attend all court hearings for the PSS case;
5. Consult with the AAG and the GAL regarding any information pertinent to our involvement with the family.
6. When it is determined by the child and family team to end services with the family, consult with the AAG and file a motion to close services provided by Child and Family Services to the family.
7. The worker will continue to work with the family until a ruling is made by the assigned judge to close services provided by Child and Family Services.

B. The home-based worker will contact the AAG and the GAL (if court ordered) and other pertinent persons involved with the family to inform them that he/she is the worker and what level of service will be provided.

C. Court ordered home-based services not needed: If Child and Family Services determines that the court ordered home-based services are not necessary for the child and family and/or that another service would be more beneficial, Child and Family Services shall continue to provide the ordered service until the court alters the order. However, the following steps shall be taken:

- 910 1. Consult with the supervisor;
911 2. Request that the AG motion the court to modify the order based upon
912 functional assessment information;
913 3. If the AG does not support the decision of Child and Family Services, the
914 Child and Family Services procedure for handling interagency complaints
915 shall be utilized.
916
917 D. If an AG is not assigned to the case, the Child and Family Services worker shall
918 consult with the supervisor and the GAL, if applicable. Upon approval, the
919 Child and Family Services worker shall submit a report to the court with
920 recommendations to change the court order.
921

108.2 Intensive Family Preservation

Major objectives:

Along with the outcomes of all home-based services, intensive family preservation also has the desired outcome of preventing unnecessary removal and placement of children.

Summary of the Law

No governing statute.

Procedures

- A. Eligibility: Intensive family preservation services are available to families where a child is at imminent risk of being removed from his/her home or from the home of a relative with legal custody. Intensive family preservation services may also be used prior to reunification in order to facilitate the return home.
- B. Worker Assignment and Case Start Date: If it is determined that a removal is necessary without intensive services, a worker shall be assigned and services shall start no later than 24 hours after that determination. A worker with specialized training in intensive family preservation will be assigned to provide services. Services will be provided within the context of the Practice Model to include a functional assessment by the child and family team that will lead to a child and family plan.
- C. Duration of Services: Intensive family preservation services shall be provided for a period of 60 to 90 days. If intensive family preservation services beyond the 60-to 90-day limit are determined to be in the best interest of the child and family, the supervisor or designee may approve additional time. The extension must be documented and include specific desired results and treatment methods. Although this is a short duration service, workers will use the same processes and standards for completing a child and family plan as they would for a longer-term service.
- D. Clinical Staffings: The worker shall clinically staff the case with his/her supervisor and/or a clinical support team and must document the following staffings on SAFE:
 1. Initial: Within the first five days of the case start date;
 2. Midpoint: 30 or 45 days; and

3. Transition: At the end of intensive service delivery (60 or 90 days).

E. Availability: The worker, or someone familiar with the family's situation, will be available to assist the family 24 hours a day, seven days a week for the duration of the service.

F. Intensive Family Preservation as a Secondary Service: It may be determined that a family already receiving another service from Child and Family Services will benefit from intensive family preservation as a secondary service. The intensive family preservation worker shall coordinate service delivery with the primary worker and the child and family team. The functional assessment and child and family plan will be updated within 20 days of case start date to include the needs to be met and the steps to be taken by the intensive family preservation worker.

108.3 Domestic Violence Related Home-Based Services

Major objectives:

Home-based cases where domestic violence is present must be staffed with a domestic violence specialist. At the staffing, the worker and the domestic violence specialist shall clarify roles and responsibilities related to further assessment and safety planning and determine if a clinical assessment is needed as a result of staffing. Refer to licensed worker or agency to do a clinical assessment. When a staffing determines that the service would be a danger to family members, the worker will staff with his/her supervisor.

Summary of the Law

No governing statute.

Procedures

- A. If domestic violence is identified through the provision of the service where it was not before, the worker will document the completion of the following:
 1. Staff with supervisor and/or domestic violence specialist or community specialist;
 2. Conduct assessment alone with the victim;
 3. Complete Risk of Danger form;
 4. Create a safety plan; and
 5. Interview the child and assess.
- B. Interventions: In domestic violence cases, interventions will take into account the adult victim's choices and resources. For example, protective orders and shelter will be discussed as choices.
- C. If we require a family to go to shelter in lieu of removal, it is considered a removal and we must schedule the shelter hearing.

108.4 Reunification/Home-Based Services

Major objectives:

Home-based services are available to families to assist with reunification of a child to the home from an out-of-home placement.

Summary of the Law

No governing statute.

Procedures

- A. If a separate worker is assigned to provide the home-based service, the out of-home and home-based workers shall meet with the child and family team to establish the reunification plan. The home-based and out-of-home workers shall coordinate their efforts during reunification and shall define the roles of each worker.
- B. Home-based services may be utilized to assist with reunification prior to or at the time of the child's return home.

108.5 Threatened Adoptive Disruption Or Dissolution/Home-Based Services

Major objectives:

Home-based services are available to families to assist in maintaining a child in an adoptive placement.

Summary of the Law

No governing statute.

Procedures

- A. If a separate worker is assigned to provide home-based services, the home-based worker and primary worker shall meet with the family jointly to establish the plan for services. The workers shall maintain contact with each other to discuss the progress of the child and family.
- B. These services require coordination with a child and family team, which may include the child's adoptive family, the child, Child and Family Services worker(s) and other parties relevant to the case.

109 Home-Based Services Records

Major objectives:

The Child and Family Services caseworker will adequately document cases.

Summary of the Law

No governing statute.

Procedures

A. Activity logs:

1. Home visit documentation;

2. Child and family team/collateral contact documentation.

B. Collateral reports (e.g. educational assessments, mental health assessments, medical reports, police reports).

C. Functional assessment.

D. Child and family team meeting rolls and notes.

E. Child and family plan, including progress updates and summary at least quarterly and at transition.

F. Court report (if court ordered).

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ADMINISTRATIVE RULES

R512-100 Department of Human Services, Division of Child and Family Services

R512-100 Home Based Services

R512-100-1 Authority and Purpose

A. The purpose of Home Based Services is to provide services to allow children at risk to remain safely in their own home, and provide services to facilitate the return home of children who have been placed in the custody of the Division (DCFS).

B. The components of Home Based Intervention include:

1. Case Management

2. Skills Development and Family Education

3. Counseling/Therapy

4. Home visits: The DCFS worker will visit with the child and family a minimum of one time per month.

5. Private conversation with one or more of the child(ren) if the child(ren) has(have) been substantiated as a victim of abuse or neglect.

C. Pursuant to Section 62A-4a-105 the Division is authorized to provide Home Based Services.

R512-100-2 Definitions

A. Child and Family Plan is based on the assessment of the child and family's strengths and needs which will enable them to work toward their goals.

B. Child and Family Team: A group that meets together as often as needed and works to support the family and assist them in meeting their needs. This may include the referent or other concerned individuals identified by the family as support persons.

C. Functional Assessment defines the child and family's strengths and needs and provides the framework from which to access appropriate services. Evaluate progress toward goals and adjust plans and interventions accordingly.

R512-100-3 Qualification

A. Home Based services may be provided to children who are potentially at risk of abuse and neglect and their families.

The family must agree to work voluntarily with Child and Family Services with regard to Early Intervention services.

B. Requests for Home Based Services will be evaluated as soon as possible after receiving the request. The initial level

of intensity will be decided also and is assigned at the discretion of DCFS. Acceptance may be based on any of the following criteria:

1. the ongoing risk of abuse/neglect of a child
 2. the minimal or no risk of removal of the child from his/her home
 3. the past history of abuse/neglect of a child
 4. the family's willingness to accept Home Based Services
 5. the need for ongoing monitoring by DCFS
- C. DCFS will have the discretion to determine whether a request for Home Based DCFS Services is accepted unless those services are court-ordered. Home Based Services are appropriate when any of the following conditions exist:
1. a child has experienced abuse or neglect but can remain safely in the home;
 2. when a child is returned home from out of home care;
 3. when an adoptive placement may disrupt or dissolve and intensive services are needed to maintain the family in the adoptive home; or
 4. when reunification is likely within 14 days and intensive support is needed to prepare for and facilitate the reunification.
- D. A child and family will not be accepted for Home Based Services if all of the following conditions are present:
1. a family has the ability to access resources, supports and services on their own,
 2. there is minimal risk or no of abuse/neglect to the child; and
- the family does not require ongoing services.
- E. The family will be asked to sign a consent for services after the case is opened by a DCFS worker and prior to the time services begin.
- F. If the DCFS response to a request is that the family needs Home Based Services but the family refuses to accept these services and the child is determined to be at risk of abuse/neglect, by the evidence from the initial assessment, safety/risk assessments or by observation by the Home Based Worker, the DCFS worker will screen the case with an Assistant Attorney General and will consider filing a petition for court-ordered services.
- G. The family and the referent will be contacted and informed of the decision to provide or not to provide Home Based Services. Notification may be verbal or written and will be documented in the file.

H. If a request for Home Based Services is denied, the reasons for denial of Home Based Services will be documented and explained to the referent and family. The worker will provide suggestions to the family for other resources, supports and services to meet the family's needs. Referral resources will also be recorded in the closing summary.

R512-100-5 Service Delivery

A. A Child and Family Team will be developed or strengthened for every family receiving Home Based Services.

B. Ongoing Child and Family Team meetings will be held for every family receiving Home Based Services to ensure safety of the child and appropriateness and quality of services provided to the family. Child and Family Team Meetings must be held at least once every six months to track and adapt the plan.

C. Ongoing Child and Family Team Meetings for Home Based services will include, but are not limited to, the following:

1. Initial Child and Family Team Meeting which will be held for each Home Based Services case to establish case intensity and to discuss options for service provision.

2. Transition Child and Family Team Meeting may be held prior to the family's transition from services with the following goals:

- a. assess safety of and ongoing risk to the child;
- b. identify continuing and additional service needs ; and
- c. assess the family's ability to meet their own needs and access services without further DCFS involvement.

D. A functional assessment will be updated as new information is obtained for each child and family receiving Home Based Services, and prior to the development of the Child and Family Plan.

E. A Child and Family Plan will be developed for each family receiving Home Based Services. The plan will be developed by the Child and Family Team and will have the goal of identifying avenues through which the family can establish and meet their needs.

F. Child and Family plans will be reviewed at a minimum every three months and updated as needed. The worker will request information from Child and Family Team members when reviewing, tracking and adapting the Child and Family Plan.

G. The child and family plan will be complete when the worker, their supervisor and the child and family team have agreed to the plan and it is finalized in SAFE. Signatures will

1233 be obtained as soon as possible after the plan is finalized in
1234 SAFE. If a family member refuses to sign the plan, the worker
1235 will document that family member's reasons for refusal.

1236 H. The worker will provide a copy of the Child and Family
1237 Plan to the family, other Child and Family Team members and, if
1238 services are court ordered, to the attorney general, guardian ad
1239 litem and the court.

1240 I. When Home Based Services are court ordered, it is the
1241 responsibility of DCFS to determine the level of intensity of
1242 the services to be provided to the family unless a court order
1243 specifically sets a level of intensity.

1244 J. If services are court ordered but the assessment
1245 indicates that Home Based Services are not appropriate, the DCFS
1246 worker will contact the assistant attorney general and guardian
1247 ad litem, explain the situation and request a petition be filed
1248 with the court to terminate services.

1249 K. The family and referent must be informed of the results
1250 of a functional assessment when the Home Based worker has
1251 concluded that Home Based Services are inappropriate and is
1252 recommending that those services should be terminated. If needs
1253 have been identified that could not be met by other means then
1254 other service options should be explored with the family prior
1255 to ending services with the family.

1256 L. When determining the level of service intensity, the
1257 DCFS worker will consider the following factors:

- 1258 1. The degree of risk to the child;.
- 1259 2.; the extent of services to be provided;
- 1260 3. The needed frequency and duration of contacts with the
1261 family;
- 1262 4. The amount of time needed for case management
1263 activities;
- 1264 5. If a clinical service is needed; and
- 1265 6. The family's schedule.

1266 M. The intensity of service may change during the course
1267 of Home Based Services. A change in intensity level does not
1268 require termination of service or starting a new service and
1269 does not require a worker change.

1270 N. The needs of the child and family and the intensity of
1271 the service will determine the frequency of home visits to the
1272 child and family. The worker, or another member of the team will
1273 contact the child/family at a minimum, once monthly. Contact
1274 may include a Home or Community Visit. If a team member other
1275 than the identified DCFS targeted case manager contacts the

family, they will report the nature and outcome of the visit to the case manager.

O. Unannounced visits are permissible and the likelihood of such visits should be explained to the family.

R512-100-6 Duration of Services

A. Early intervention services may last for 30 to 90 days, or, if determined by the worker, supervisor and the child and family team to be necessary, may be extended as long as the family needs to reduce risks and develop or strengthen a support system separate from Child and Family Services.

B. Intensive services will be provided for a period of 60 to 90 days. If intensive services beyond the 60 to 90 days are in the best interest of the child and family, the supervisor or designee may approve an extension. The reasons for the extension must be documented and include specific desired results and treatment methods.

R512-100-7 Termination of Services

A. If the initial functional assessment indicates that Home Based Services are not appropriate, services may be terminated (unless court ordered) without development of a Child and Family Plan. Termination will occur prior to the due date of the Child and Family Plan.

B. When it is determined that services will no longer be provided, a final progress summary will be completed, including the reason for closure.

C. If there are two DCFS workers assigned to the case, the workers will collaborate prior to making a decision to remove the child from the home, unless the removal is due to an emergency.

D. If a child needs to be removed from the home in which the child's family is receiving Home Based Services, the Home Based Services worker will follow the requirement specified in Rule R512-200, obtaining a warrant, motion hearing, or if appropriate circumstances exist, will remove without a warrant.

E. A consultation is required prior to the removal of the child and will include the Home Based Services supervisor, a DCFS Child Protective Services (CPS) supervisor or a CPS worker. The Home Based worker should also consult with the guardian ad litem and assistant attorney general.

1318 R512-100-8 Documentation

1319 A. If Domestic Violence (DV) is identified through the
1320 provision of the service where it wasn't before, the worker will
1321 document the completion of the following:

1322 1. staff with supervisor and/or DV specialist/or community
1323 specialist; and

1324 2. conduct assessment alone with the victim or see that a
1325 domestic violence or

1326 3. community specialist conducts an assessment.

1327 4. complete Risk of Danger form;

1328 5. create Safety Plan; and

1329 6. interview child and assess.

1330